



The *City Manager's Weekly Update* has been created to provide City Council members and staff with a weekly briefing on the status of citywide projects, programs and services.

Friday, March 15, 2019

City Manager's Weekly Update

Upcoming Events

March

- | | | |
|----|-----------|---------------------------------|
| 27 | 9:00 a.m. | Code Special Magistrate Meeting |
| 28 | 5:30 p.m. | Planning Commission Meeting |

April

- | | | |
|----|-----------|---|
| 02 | 5:00 p.m. | Golf Advisory Board Meeting |
| 02 | 6:30 p.m. | Regular City Council Meeting |
| 10 | 9:00 a.m. | Code Special Magistrate Meeting |
| 16 | 5:15 p.m. | Parks & Recreation Advisory Board Meeting |
| 16 | 6:30 p.m. | Regular City Council Meeting |
| 22 | 5:15 p.m. | Environmental Advisory Board Meeting |
| 23 | 6:30 p.m. | City Council Workshop |
| 24 | 9:00 a.m. | Code Special Magistrate Meeting |
| 25 | 5:30 p.m. | Planning Commission Meeting |

Public Works Department

Building Maintenance

- Staff hung dry erase boards in the training room at the DLH City Center Annex.



A photo of the hung dry erase board at DLH City Center Annex

- Crews moved 25 boxes from City Hall to the Clerks Storage area at the DLH City Center Annex.
- The standalone transfer switch was installed at the YMCA by a licensed electrical contractor.

Drainage

- The Gradall was cleaning ditches and ROW on Oak St. and Dunlawton Ave. Work will continue through next week.

- Staff removed plants from the entrance of the Police Department to prepare the site for new plantings.



Photo of the Police Dept. Entrance Before



Photo of the Police Dept. Entrance After

- Staff is cleaning out the Squirrel Nest Lane pond with the new Spider excavator.
- Crews continued work on the new drainage catch basins for the Yorktown sidewalk project near Oakbrook.

Roads

- Placed message boards out for bike week on Ridgewood Ave.
- “NO PARKING” signs were installed on Charles Street in front of Sugar Mill Elementary in accordance with the sign study performed by the Police Department.
- Crews installed new directional signs at the entrance of the Public Works building to inform citizens where to pick up recycle bins.



New Directional Signs at Public Works

Grounds

- Crews installed new St. Augustine sod on Dunlawton Ave. in various medians around the new delineators.
- Crews trimmed all the low-lying branches that over hung Azalea Drive.
- Staff installed petunias at the median on City Center and Clyde Morris. This will happen a few times a year on a revolving theme.



Photo of City Center Entrance After Plantings

Next Week's Schedule

- Drainage staff will complete the Yorktowne Sidewalk Drainage Project and begin preparations for the new pipe install at Barhydt and Turton.
- Road staff will be working on Signage maintenance and shoulder patch work in Summer Trees on Magnolia Loop.
- Grounds staff will continue irrigation checks and other maintenance items on Dunlawton Ave., Nova Rd. and Ridgewood Ave.

Parks & Recreation

- Opening Day of Baseball took place on Saturday, March 9.



Photos taken at the opening day of baseball at City Center Complex on March 9

Special Events

- The City of Port Orange will be hosting an Adult Dance on March 23rd featuring The Moonlighters at the Port Orange Adult Center at 4790 S. Ridgewood Ave in Port Orange. Cost is \$5/single and \$8/couple. Doors will open at 6:30pm, band plays from 7-9pm. For info call 386-506-5867.

Upcoming Events

- March 14th-Senior Games Opening Ceremony at the Port Orange Adult Center at 1:00pm
- April 1st-3 on 3 youth basketball tournament registration
- April 1st-Youth Volleyball Registration starts
- April 6th, 10:00am-3:00pm: Festival of Spring and Craft Show at City Center Park
- April 12th-Pop Up Parks at City Center Sports Complex from 6pm-8pm
- April 13th-Health & Wellness Expo for Volusia County Schools at Volusia County Fairgrounds

Police Department

- As a result of a traffic stop, an arrest was made for possession of a firearm by convicted felon, possession of ammunition by convicted felon, possession of a stolen firearm, carrying concealed firearm, possession of stolen property, possession of schedule II (Amphetamine), possession of schedule IV (Clonazepam), possession of new legend drug (Simvastatin), possession of new

legend drug (Ibuprofen 600mg), possession of cannabis under twenty grams, and possession of drug paraphernalia. During the investigation, it was learned that the vehicle occupants had just committed a vehicle burglary in county jurisdiction. All the property was recovered and returned to the victim including a stolen firearm. Great job by all involved!

- Officers visited with kindergarten and first grade classes from Cypress Creek Elementary School for the Volusia County Schools vehicle day.



A photo of students having the opportunity to view a patrol vehicle and learned about what makes them unique when compared with a civilian vehicle!

- Traffic will continue to be heavy and is likely to increase in Port Orange due to Bike Week's culmination. A significant officer presence will be out patrolling and performing traffic education/enforcement. Please drive safely and check twice for bikers!

Fire & Rescue

Fire Administration

- The Fire Chief met with new Finance Director to learn more about each other's goals and departmental objectives. The Finance Director has taken the initiative to share a power point presentation with the Fire Chief from a peer that details that city's fire training tower project, which Port Orange Fire is in the very early phases of beginning. Gaining access to the work other departments have done in similar operations will greatly help POFR moving forward.
- Line crews met for an after-action debriefing on last week's fatal fire on Oak Street to discuss the response and events of that fire. In spite of a quick response and heroic efforts by all responding crews, Port Orange has lost another citizen as a result of a residential fire.

- Our Command staff had several group and individual meeting this week to discuss a three to five-year plan for our CIP submission. We have prioritized our needs for the next 3 to 5 years with a fire training tower and additional transport units being our highest priorities.
- On Monday March 18th and Tuesday March 19th, Port Orange Fire Rescue will be conducting two training exercises at the old Giuseppe's Pizza Restaurant to utilize the building for training purposes ONLY. Beginning at 8:00 am until 3:00 pm both days, there will be a large firefighter presence as well as fake smoke coming from the building. Please use caution while in the area, as we want everyone to be safe. Giuseppe's Pizza Restaurant is located at the corner of Nova Road and Herbert Street.

A message will be sent out to citizens, so they are made aware.



Emergency Management/Public Education

- Has been continuing to build report with several of his counterparts with Volusia County EMA and FEMA. Our EMC attended several meetings this week going over claims, contracts and paperwork related to Hurricane Irma cost recovery.

Administrative Services

- Staff attended a 3-day Workday Report Writer virtual training to learn how to leverage Workday business objects and data sources to build custom reports and analyze real-time data. This training will be valuable as staff work to build outbound integrations between Workday and other applications.
- GIS staff are compiling spatial data regarding projects to be funded with the half cent sales tax measure to provide to Volusia County. They will be using this data submitted by each city to publish an online map depicting the proposed projects countywide. We see GIS as the visual information window for the citizens.

- Staff will be conducting mandatory supervisory training next week regarding the Family Medical Leave Act and what supervisors need to know about employee and employer rights including how to track employees' leave time.

Finance

- The U.S. Department of Housing and Urban Development completed the Annual Community Assessment for the CDBG 2017 Program Year. HUD provided positive feedback on the City's progress which is hard to come by from the Atlanta HUD Office.
- Staff continues working with the audit team from James Moore & Co. to complete the 2018 fiscal year-end audit.
- Finance Managers and staff spent the full week with Collaborative Solutions in various architect and integration sessions to build the framework for implementation of Workday Finance. Finance staff participated in the ERP Grants Management Architect Session. Workday will have a Grants Management Module allowing the City to better track grants within the system.
- Purchasing held the pre-bid meeting for the Wrecker Towing Services, ITB- 19-07 at Council chambers on Friday March 15, 2019.
- Purchasing continued to work with Collaborative Solutions this week on integrations with the SunTrust P-Card system.
- The Proprietary Funds Accountant attended the GFOA Webinar Introduction to Governmental Accounting on March 7, 2019 which provided a basic introduction to the conceptual and practical ways in which generally accepted accounting principles (GAAP) are applied in Government.
- The Finance Director attended the Student Government Day kick off meeting at Atlantic High School where the Finance department presented the Students with their Project to be presented to Council on Friday April 26, 2019.
- Interviews for the Revenue/Capital Projects Coordinator will be held this week for the two top candidates to fulfill this vacancy as soon as possible.

On the horizon

- The FY20 Budget Calendar is currently scheduled to go before City Council on April 2, 2019.
- The FY2018 Comprehensive Annual Financial Report is scheduled to be presented by James Moore & Co. for acceptance by City Council on April 2, 2019.

- The annual submittal of unclaimed property is due to the State by May 1, 2019 in accordance with Florida Statute 717.
- The Cash Accountant will be attending the Unclaimed Property workshop scheduled for April 10, 2019.

Community Development

- On Tuesday, a pre-application meeting was held with the property owner and his development team to discuss their plans for redeveloping the site located at the **northeast corner of Madeline Avenue and Williamson Boulevard**. The property owner will be submitting a site plan and building permit in March to bring the site and existing building up to code. Improvements will include landscape buffers, 8-foot wide sidewalks along Madeline Avenue and Williamson Boulevard, parking, finishing the front entrance of the building, foundation landscaping, and cleaning and repainting of the exterior of the building. At this time, there is no tenant for the building.

According to the Town Park PCD Amended and Restated MDA which governs this property, the property owner is **required to have an approved site plan and building permit to bring the site and building into compliance or demolish the building prior to May 31, 2019**. If the site plan and building permit are approved before May 31, 2019, the property owner has until May 31, 2020, according to the Town Park PCD Amended and Restated MDA, to complete all required site and building improvements.



Map showing location of property at corner of Madeline Ave. and Williamson Blvd.

- A building permit was issued for interior and exterior improvements to the existing Kentucky Fried Chicken restaurant located at 1035 Dunlawton Avenue, between Wawa and Boston Market. Work is currently underway, and the contractor anticipates construction to be completed in early summer 2019.



Rendering of the Kentucky Fried Chicken restaurant.

- **Building permits were issued this week for the Springs Apartments, located on the west side of Williamson Boulevard, north of N. Summer Trees Road.** According to the developer, construction of the clubhouse and 2-story apartment buildings is expected to begin in late-March, and the clubhouse and initial block of apartment buildings are anticipated to be completed in December 2019.

Public Utilities

Lab Operations

- Staff is working on the 2018 Consumer Confidence Report as required by the Department of Health.
- Staff collected required samples from the potable water wells.



Staff Collected Samples from the City's Drinking Water Wells

Water Reclamation Facility

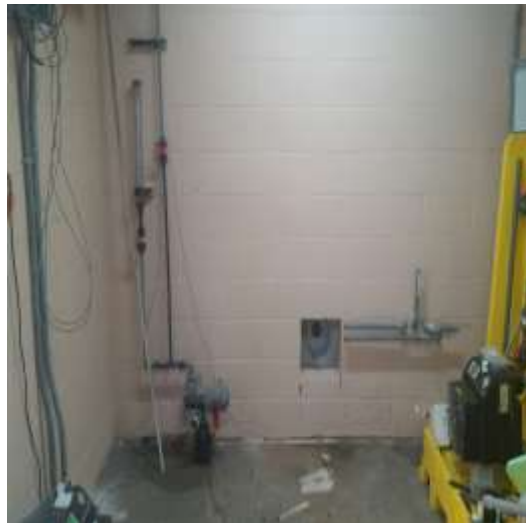
- Florida Department of Environmental Protection (FDEP) reviewing the Permit Renewal submission. FDEP should send City staff a draft permit in the next 90 to 120 days.

- Special protective paint is applied to the new piping for the Influent Bypass Project. This layer of paint is critical in protecting the pipe from gases that can corrode the piping and lead to leaks.



New Influent Piping Was Painted

- Plant staff are removing the outdated, inefficient chlorine feed equipment and installing new pumps, wiring, and pipelines. A temporary feed system has been set up to maintain plant operations



Chlorine Feed Equipment Removed



The Old Chlorine Feed Panel is Removed and Will Be Replaced

Engineering

- The developer continues to work on the new sanitary sewer pipelines and manhole structures for the new Springs Apartment complex.



Developer Installing New Sewer Pipes at the Springs Apartment Complex



Developer Installing New Manhole Structures at the Springs Apartment Complex

City Attorney

- Legal staff provided guidance to our Police Department and Community Development on recent federal legislation known as the 2018 Farm Act, regarding the regulation of hemp.
- Our staff also reviewed and commented on the draft MOU between the City, Halifax Humane Society, and Concerned Citizens for Animal Welfare (CCFAW) aimed at refining the trap, neuter and return (TNR) program.
- Deputy City Attorney and Police Legal Advisor, Matt Jones, attended the Police Legal Advisor Training in Winter Haven last week. The training was presented by former Federal Law Enforcement Training Centers (FLETC) Instructor, Bruce-Allen Barnard.
- Our litigation paralegal, Paula Andrews, attended the Dean, Ringers, Morgan & Lawton training seminar last week, focusing on workers' compensation updates and defense litigation. In addition to gaining valuable knowledge, our staff reports that riding the SunRail for the commute to the seminar, which took place in downtown Orlando, was a great choice and an easy way to avoid peak hour traffic and parking holdups.

City Manager


- The ERP architect sessions are ending this week with a tremendous job being completed by HR, Finance and some other staff. These sessions, along with other information will provide the basis for Collaborative Solutions to construct the baseline of our processes within Workday. Next

month, Collaborative Solutions will return to show our teams how the processes have been built out in draft form. We will continue to work with our consultants until the processes are operating per requirements.

- The Citizen survey comment period ends this week. Staff will begin analysis next week in order to present results to the public and City Council in the coming months.
- **The new ½ cent tax webpage has been created, thanks to Melanie Schmotzer in Community Development, and is up on the homepage of the city’s website.** A one question survey is currently being created for the site to ask citizens what they would use the money for. This information will be used as a data point for project selection.



Bids

3/14/19 Status of Bids and Proposals				
				
City of Port Orange Procurement Projects				
Type	Bid #	CURRENT PROJECTS	Dept	Status
ITB#	17-29	Dunlawton Medians Landscaping Spruce Creek RD	PR	Revising Specifications
ITB#	19-01	Police Shooting Range Facility	PD	Bid Release 3-21 Pre-Bid Meeting 4-4 Bid Opening 5-2
ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	COMPLETED 2/2019
ITB#	19-03	N. Spruce Creek Sidewalk SR5 to Angelina (LAP Project)	CD	Awaiting Specifications 12-07-18
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	COMPLETED 2/2019
ITB#	19-05	Chemicals for Water and Waste Water Plant	PW	Bid Release 3-25 Bid Opening 4-22
ITB#	19-06	Hunt Club Lease	PR	Bid Released 3-12 Pre-Bid Meeting 2-26 Bid Opening 3-19
ITB#	19-07	Wrecker Towing Services Agreement	PD	Bid Released 3-01 Pre-Bid Meeting 3-15 Bid Opening 4-05
ITB#	19-08	Landscape Maintenance Services of City Right of Way	PW	Draft Completed 2-06 Revising Specifications 03-08
ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station	FD	Bid Released 3-12 Pre-Bid Meeting Scheduled 3-26 & 4-02 Bid Opening 4-23
ITB#	19-10	Fence and Backstop Replacement	PR	Draft Completed 2-22 Awaiting Specifications and Civic Clerk Approval 2-15-19
ITB#	19-11	Install, Replace Pedestrian School Signs	PW	Draft Completed 2-22 Awaiting Specifications and Civic Clerk Approval 2-14-19
ITB#	19-12	South Commonwealth Water Main Improvements	PW	Draft Completed 3-20 Awaiting Specifications and Civic Clerk Approval 2-21-19
ITB#	19-13	Saw Palmetto Berry Harvest	PR	Draft Completed 3-01 Awaiting Civic Clerk Approval 2-14-19
ITB#	19-14	Water Reclamation Facility Bar Screen Replacements	PW	Draft Completed 3-14 Awaiting Civic Clerk Approval 3-13-19
ITB#	19-15			
ITB#	19-16			
RFP#	19-01	Physical Facility Security and Surveillance	IT	Draft Completed 2-11 Awaiting Specifications 1-29-19
RFP#	19-02			
RFP#	19-03			
RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED - Department Awarded 3-11
RFQ#	19-05	Labor Compliance Monitoring	FIN	Awaiting Draft Approval 3-11
RFQ#	19-06			
RFQ#	19-07			
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	Draft Completed 3-11 Awaiting Specifications and Civic Clerk Approval 2-28-19
RSFQ#	19-02			
RSFQ#	19-03			
Type	Bid #	COMPLETED PROJECTS	Dept	Status
ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	Council approved 3-5
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	Council approved 3-5
RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	Completed - Department Awarded 3-11
Type	Bid #	FUTURE PROJECTS	Dept	Status
		YMCA Exterior Painting	PR	Est: Early April - Specs being Drafted
		Recreation Design	PR	Est: Early April
		Internet & Voice-over IP Contract (renewal contract)	IT	
		Riverwalk Park South (Phase 3)	FD	
		Training Tower (Contracting Services)	FD	
		Stormwater Pond Mowing	PW	
		Palm Tree Trimming	PW	
		Stormwater Pipe Replacement - Willow Run & Canal View	PW	
		WRF Sludge Trailer Storage Lot	PW	
		Directional Drilling Tumblebrook Stormwater Pipe	PW	
		Virginia Monroe Stormwater system	PW	
		Howes Street drainage	PW	
		Miscellaneous guardrail replacements	PW	